

# PRE PETS

The purpose of this curriculum is to standardize the training for Rotary Club President-Elects prior to attending PETS (President Elect Training Seminar). All District Governor-Elects will present this material to their President Elects in the fall and/or winter prior to PETS. This will ultimately create a consistent level of knowledge and abilities of the President Elects attending PETS and to reduce/eliminate repetition in curriculum at PETS.

These topics include:

## **1. Practical Skills**

### **1a. Rotary Club Central**

1. Membership Goals
2. The Rotary Foundation giving Goals
3. Entering Club Officers
4. Club Attendance Reports
5. Updating Club rosters
6. Downloading Club Documents
7. Presidential Awards Criteria

### **1b. Member Access**

1. Knowledge and uses

## **2. Leadership Skills**

- 2a. Available curriculum offered by District
- 2b. Board composition and structure
- 2c. Duties and job descriptions of board members
- 2d. Running a Meeting
- 2e. Running a Board Meeting
- 2f. Communication Skills-Verbal and Written

## **3. Public Relations /Public Image**

- 3a. Club Public Image Chair
- 3b. Using the Rotary Marks
- 3c. Your Club websites
- 3d. Club Facebook Page
- 3e. Social Media
- 3f. Rotary offered materials (Rotary Club Central)
- 3g. Your club branding
- 3h. Signature Community events

#### **4. Membership**

- 4a. Age demographics
- 4b. Gender Balance
- 4c. Cultural diversity
- 4d. Recruiting Plan?
- 4e. Retention Plan?
- 4f. 5 Year Membership trends

#### **5. Club Business**

- 5a. Club Administration Committee
- 5b Board Meetings
- 5c. Club Meetings
- 5d. District Governor's Visit
- 5e. Your Club's Constitution and By-Laws
- 5f. Elections
- 5g. Financials-Annual Budget
- 5h. Club leadership development
- 5i. District and International Meetings
- 5j. Installation of Club Officers
- 5k. Is your Club Incorporated? (501c4 nonprofit), and if so,
  - Are you filing an annual tax return?
- 5l. Do you have a Club Foundation? (501c3 Charitable foundation) and
  - Are you filing an annual tax return?
- 5m. Risk Management and Best Practices

#### **6. District Leadership Structure and Staff**

- 6a. Assistant Governor's
- 6b. Additional resources available to the Clubs

#### **7. Understanding Your Responsibilities (Club Presidents Manual).**

- 7a. Club President Elect Responsibilities
- 7b. Club President Responsibilities
- 7c. Your Club Leadership Plan
- 7d. Your goals and objectives
- 7e. Your expectations for a successful year.
- 7f. Planning
  - District Awards criteria
  - The Rotary Foundation goals

#### **8. Projects**

- 8a. On-going projects
- 8b. Project partners
- 8c. Reciprocating District Designated Funds or cash from previous grants?  
(from previous grant participation with another club(s) if appropriate)

## 9. The Rotary Foundation

### 9a. Club Goals-Giving

#### i. Annual Fund

1. 100% Sustaining Membership Banner
2. 100% The Rotary Foundation Giving Banner
3. 100% Paul Harris Fellow Club
4. Paul Harris Fellows
5. Polio Plus Campaign
6. Paul Harris Society
7. Major Donors

#### ii. Endowment Fund

1. Benefactors
2. Bequest Society

### 9b. The Rotary Foundation Grants

- District Grants
- Global Grants
- Specialty Programs  
(Rotary Peace Centers, Named Giving programs)

### 9c. Your available District Designated Funds

- All above curriculum should be included in Pre PETS for awareness and general knowledge, with the amount of detail in each area to be determined by the DGE/Districts.
- Your DGE/District should also determine which items may have been omitted, or do not apply specifically to your Club Presidents.
- It is also an option to include these items in other PE training events, and not one specific event. Examples include: District Training Assemblies, Webinars, Topic Specific seminars, etc.